



**HAMPDEN TOWN COUNCIL  
FY24 BUDGET WORK SESSION  
HAMPDEN MUNICIPAL BUILDING  
AGENDA**

**MONDAY**

**May 22, 2023**

**7:00 P.M.**

1. Call to Order
2. Review of Town Manager FY24 Budget
  - a. Library
  - b. Recreation
  - c. The Bus
  - d. Lura Hoit Pool
  - e. Matching Grant Reserve, *referred from 5/17 Budget Workshop.*
  - f. Indebtedness, *referred from 5/17 Budget Workshop*
3. Adjourn

The next budget meeting will be held on Monday, May 22nd at 7:00 p.m.

FOR THOSE THAT WISH TO JOIN IN THE  
REMOTE HAMPDEN TOWN COUNCIL  
WORKSHOP AND FY24 BUDGET MEETING  
ON MAY 22, 2023 AT 7:00 PM YOU MAY  
PHONE IN USING THE FOLLOWING  
NUMBER (FOLLOWED BY THE PIN #)

1-252-656-5199      PIN 310 843 533#

OR-

FROM A LAPTOP OR A DESKTOP, YOU MAY GO  
TO THIS URL: <https://meet.google.com/gbs-efen-kch?hs=122&authuser=0> AND JOIN  
US THAT WAY

INSTRUCTIONS ARE POSTED WITH THE AGENDA  
AND SEPARATELY ON THE TOWN CALENDAR AT  
[WWW.HAMPDENMAINE.GOV](http://WWW.HAMPDENMAINE.GOV)

## **Using Google Meet to Participate in Hampden Town Council Remote Meetings**

### **How to join:**

1. Town Council members will receive an email or a Google Calendar Invite with a link to join the meeting.
2. People interested in joining will need to go to the link posted on the town events calendar at [www.hampdenmaine.gov](http://www.hampdenmaine.gov).
3. Anyone can also join for audio-only participation by calling the number provided on the town events calendar and then entering the PIN provided followed by the # symbol.

### **Protocols for Remote Meetings:**

1. Log in or call in at least 5 minutes before scheduled start of meeting.
2. For the audio portion, use either your phone or your computer microphone, not both.
3. Mute your phone or computer mic unless speaking. Remember to un-mute if you want to speak. To mute or unmute in Google Meet, click on the little microphone icon at the bottom of the screen; note you may need to move your mouse pointer around the bottom of your screen to get the bottom bar to appear.
4. Speak up if using a computer microphone or if using the speaker function on your telephone.
5. Do not rustle papers in front of your mic unless it's muted. Please minimize background noise.
6. If you're referring to a document, identify it including page or sheet number.
7. If using the video function, have a light source in front of you if possible. Try to avoid backlighting.
8. If you want to look good, have your camera mounted at eye level or above. Look at yourself on screen to check the lighting, camera position, what's in the background, etc. In Google Meet, you can do this "video check" when you open the program before you join the meeting.
9. If you are participating by audio only, identify yourself when speaking.
10. ALL votes will be by roll call.
11. After the meeting is adjourned, click on the red phone icon on the bottom bar to leave the meeting, or (obviously) just hang up the phone if that is how you are participating.

For detailed instructions on using Google Meet, please refer to their website:

[support.google.com/a/users/answer/9282720?hl=en](https://support.google.com/a/users/answer/9282720?hl=en)



## Memorandum

TO: Town Council  
FROM: Paula Scott, Town Manager  
DATE: May 17, 2023  
RE: Matching grant funds, indebtedness

Matching grant reserve currently has \$31,310 in it for small grants that we get from time to time. To recap the recent history, in FY19 and FY20 there were no matching funds requested. When I did my first budget for FY21, I requested \$5,000 for that fund because I had hired Amy that March and knew that she would likely be applying for some grants for us. Councilor Marble amended my request to \$15,000 which was approved. In FY22, I carried that same request, but did not budget anything in the current year, FY23. In the past, this has primarily been used for smaller grants that we get for the library, public safety, and just recently, the pool. This year, we knew we should begin to set money aside for the new pump station match for the King/Collins Congressionally Directed Spending (CDS) grant and requested the \$500,000 in this FY24 budget.

Amy is currently applying for the Northern Border Regional Commission Grant which is a \$1 million grant for infrastructure, and we would have a \$200,000 match for that one. In February of 2024, she will be applying for a Community Block Development Grant for \$100,000 with a \$25,000 grant. For these larger type of grants, it usually takes an extended period of time for them to be approved, and normally, you are given a window of time in which to do the project. It is understood by grantors that you have to put out an RFP, and then it takes awhile for construction. (It is not recommended to apply for grants without a project already engineered, or ready, and it is expected that the design work is what lays out the cost). Because grants have a time for completion, it usually gives the recipient time to budget or otherwise produce the match. If for some reason the grant moves faster, the Council can vote to take the required match from fund balance if needed to make sure we do not lose out on the grant. Our fund balance is healthy enough to do that. I will leave it up to Council on whether or not you wish to add to the matching grant reserve this year, but based upon Amy's grant schedule, I might recommend budgeting only for the smaller match (\$25,000) for the CDBG grant, or else waiting for approval and then voting to take it from fund balance when appropriate. We also need to think of the full project cost needed. For instance, even with the \$4 million grant for the pump station, we will still need to pay an estimated \$3 million as it is an estimated \$7 million project. The sewer buildout on Coldbrook Rd, for Phase 1 alone will require us to put up approximately \$4 million. These will certainly require us to go to bond.

With regard to our debt service, the law states that we should not exceed 7.5% of our last state valuation, which in 2023 was \$910,100,000. 7.5% of that figure is \$68,257,500. Taking out our current debt, which is \$7,005,986 we are still allowed to add \$61,251,514 to our long term debt. In short, we have plenty of capacity to borrow more money upon voter approval. For reference, page 23 of our audit, section D 9 speaks to long term obligations. Page 32 of the audit speaks to our long term debt. Under H, in the fourth column (ending balance), the balance of total bonds payable, and governmental long-term obligations (leases) equals our total indebtedness of \$7,005,986. As a side note, I already had scheduled the auditor to present the FY22 audit at our June 5<sup>th</sup> meeting in case you have any further questions about this, or anything else related to the audit.